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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position.

Advertisement No. : **USAID/16-22**

Position Title : Project Management Specialist (Global Health Security Agenda- GHSA)

Opening Date : November 8, 2016

Closing Date : November 29, 2016

Number of Positions : One (1)

Office : Health Office (HO)

Grade : FSN-11

Location : The position is based at New Delhi.

Working Hours : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

Education:

Completion of a Doctor of Medicine (M.D.) or Doctor of Veterinary Medicine (D.V.M.) or a Master's Degree in Public Health is required.

Experience:

A minimum of five years of public health experience in developing and implementing infectious disease programs or other relevant zoonotic health programs that involve coordination with international agencies or implementing partners is required. Quality and relevancy of experience working in One Health or related experience in developing countries, including experience working with international animal and public health organizations is also required.

Duties:

The incumbent will be responsible for overseeing a multi-sectoral, multi-partner, complex portfolio, providing leadership, management, and technical support to the full range of GHSA investments as they relate to India. S/he will be responsible for working closely with Washington-based Agreement Officer's Representative (AOR) and the Regional Development Mission Asia (RDMA) in Bangkok to ensure coordination across all Emerging Pandemic Threats -2 (EPT-2) assets within the GHSA portfolio and to ensure that program activities are well coordinated with national governments and regional platforms, will also liaise with the AORs and Contracting Officer's Representative of

applicable bilateral projects to ensure coordination of GHSA activities and mandated reporting. The incumbent will work very closely with other US Government (USG) partners, particularly the Centers for Disease Control and Prevention (CDC) working at national and sub-national levels, which also provide support for GHSA implementation, thus presenting a "whole of government" approach and will work very closely with Government of India including Ministry of Health, Ministry of Agriculture, Ministry of Forestry, Wildlife, and Climate Change, and with academic, non-governmental, and international organizations. S/he will play a crucial role to help facilitate multi-sectoral coordination and meeting to develop effective One Health strategies to prevent, detect, and respond to emerging infectious diseases and will liaise with the Agency's GHSA Unit. S/he will ensure that the Mission's planning, response, and reporting on GHSA and EPT are carried out in accordance with Agency, State Department, and Congressional directives. The incumbent reports directly to the Health Office Deputy Director or his/her designee.

Broadly, the incumbent's responsibilities will include:

a. Program Design and Implementation:

- Provide support to introduce, develop, implement and coordinate across all assets and activities of the EPT-2 program in India.
- Engage with EPT-2 implementing partners in India to ensure good coordination with the national government, sub-national authorities, USG Agencies, and other partners in effectively implementing EPT 2 Program activities in India.
- Coordinate closely with all USAID EPT partners to ensure the work is well aligned with the rest of the USAID portfolio, GHSA, USG, UN, donors, and Government of India.
- With support from USAID Washington and RDMA, coordinate EPT-2 program planning and monitoring activities in India.
- Develop and maintain relationships with relevant ministries with EPT-2 activities to ensure that assets can be coordinated and align with Government priorities.

b. Reporting and Coordination:

Serve as liaison between the USAID/India and USAID Washington to (1) Report on EPT-2 activities in India to USAID Global Health Security and Development Unit (Specifically the Agreement Officer Technical Representatives for each of the EPT- 2 projects operational in country). This includes monthly reporting for any activities funded by SFOAA or GHSA requirements under NSC purview; (2) Report on EPT- 2 based on USAID Washington guidance to the Mission; and (3) Report and provide materials as requested by the USAID/India Mission and Health Office.

Coordinate across EPT 2 partners and activities operational in India, via regular partners' meetings and annual work planning discussions, to ensure GHSA activities and efforts in India are harmonized and complementary with USG, Government of India and other partners' work. Work with USG Agencies at post and Government of India to develop, refine and maintain the GHSA five year road map and one year implementation work plans.

c. Analysis and Assessment:

Collect routine (monthly, quarterly, and annual) programmatic data for analysis and discussion; contribute to data collection and analysis for the relevant Performance Monitoring Plan (PMP) and USAID Washington monitoring and evaluation frameworks. To fulfil this task, the incumbent's duties/responsibilities will include but are not limited to: (1) tracking the collection of performance data of infectious disease activities with a focus on emerging or zoonotic infectious diseases and other animal health related activities (these data will come from numerous sources such as USAID's cooperating agencies, international agencies, and GHSA partners, CDC, Department of Defense, US Department of Agriculture, Food and Agriculture Organization, World Health Organization), and other donors such as EU or China; and EPT-2 implementing partners; (2) analyze and monitor accuracy of data; (3) using results and information to inform programmatic and GHSA activities; and for GHSA reporting. Analyze infectious disease data for trends, track emerging diseases and zoonotic diseases, operations, and research activities. Visit the field sites including laboratories, field and sampling sites, and One Health committees/platforms and training to monitor/inspect for the quality of activities. Represent USAID at National conferences and workshops related to emerging and zoonotic infectious diseases, or GHSA.

d. Embassy and Country Networking/Liaising:

- Ensure coordination of EPT 2 activities with the CDC, the Defense Threat Reduction Agency (DTRA), the U.S. Department of Agriculture (USDA) and other USG activities in India. Because of the GHSA responsibilities spanning USAID, CDC, USDA and DTRA, it is important to forge a special partnership among the agencies.
- Establish frequent, regular meetings with core members of the USG GHSA Team, including CDC and DTRA
- Participate in routine and ad hoc meetings with CDC and DTRA leadership and staff to discuss activities in order to identify areas of collaboration and avoid duplication of USG activities.
- Provide a bridge between CDC and DTRA activities and the broader USAID portfolio as it relates to the EPT program and USAID investments outside of GHSA, including, but not limited to Tuberculosis and Immunizations
- Build on CDC and DTRA contributions in the region by expanding or supporting epidemiological and laboratory capacity, increasing monitoring and interventions at the animal-human interface and develop or enhance pathogen discovery to maximize USG investments on detecting and controlling emerging infectious disease threats
- During disease outbreak situations in which CDC, DTRA, and EPT are asked to participate, ensure that EPT assets are tightly coordinated with the USG response in supporting the national government.
- Coordination of EPT-2 partners and other key stakeholders in country and region:
- Establish and maintain a coordination network among partners whose activities are related to EPT activities. Such partners include: USG agencies, Embassies and development partners, National and sub national governments and relevant ministries, private sector, international and local NGOs, multi-lateral organizations, etc.
- Use the coordination network to facilitate the EPT implementing partners in successful completion of work plan activities

- With stakeholders and government, create a coordination document for EPT projects in India to determine how best they will work together to create a successful EPT 2 program.
- Set up/encourage the establishment of Partner/Donor coordination and collaboration mechanism to better assist India in cross sectoral coordination

Language:

Fluency (Level IV) in English and Hindi in speaking, reading and writing is required.

Knowledge:

The incumbent should have comprehensive knowledge of the concepts, principles, techniques and practices of infectious diseases with the focus on emerging and zoonotic diseases and the strategies most effective for implementing interventions required. High degree of knowledge and understanding of India's public health and animal health systems with a focus on applicable One Health multi-disciplinary platforms, applicable laws, regulations and policies. S/he must possess knowledge of the appropriate government and non-government entities are critical to the successful performance of the duties assigned to this position. Substantial reliance is placed on the incumbent's professional acumen and judgment. S/he must have demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation.

Skills and Abilities:

The incumbent should possess:

- Strong skills in interpretation of program monitoring and evaluation data.
- Demonstrated ability to understand the strategic purpose and goals of multiple organizations from different sectors (e.g. public health, animal health, and environment), identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors.
- Demonstrated ability to work effectively independently and in a team environment and communicate highly technical information related to human health, animal health, and environment to a variety of technical and non-technical audiences.
- Quality and relevancy of experience with monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings.
- Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners.
- Strong leadership skills are required to lead results-driven project teams and workgroups, and network and collaborate closely with a USG GHSA inter-agency team.
- Considerable ingenuity and tact in applying guidelines to unique and different settings.
- Intermediate user level of word processing, spreadsheets and databases.

To Apply:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

Applications not submitted in the specified form will not be accepted.

2. Submit **electronic copies** of applications to: indiaper@usaid.gov

Or

Print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

3. **Applicants must specify the position title in Box No. 1 and vacancy announcement number in Box No. 3 of the Application Form.** Applications without reference to a specific advertisement number will not be accepted.
4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:
 - USAID/India website
 - Devnetjobsindia.org
 - Internal Circulation
 - Other (Please specify)

Notes:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees who have moved to a new position (anytime after completing their initial probationary period) are required to be in their present position for not less than 120 days before applying for another USG position.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.